

VACANCY NOTICE

#2011-27

CS-376

REV(08/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

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| Description of Position | TITLE OF POSITION: Chief of Labor & Trng. Operations | CLASSIFICATION CODE: 02588600 |
| | SALARY RANGE: (134A) \$65092-\$73789 Annually | REFERENCE POSITION NO.: 1680-50101-03527 |
| | Labor & Training Workforce Development | APPLICATION PERIOD: 07/18/11 thru 07/22/11 by 4:00pm |
| | DEPARTMENT DIVISION/SECTION/UNIT | NO GRACE PERIOD |
| | Assignment(s) / Comments | |
| | Monday- Friday | 1511 Pontiac Avenue |
| | Shift and Days: 8:30am-4:00pm (Non-standard) | Job Location: Cranston, RI 02920 |
| | Restrictions/Limitations: | |
| | Position Covered By Collective Bargaining Union Agreement Yes _____ No X _____ | |
| | Name of Bargaining Unit Union: | |
| There is* __ is not X a Civil Service List for this position See A/B or Both for Specific Instructions | | |
| * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. | | |
| General Information to Candidate | INSTRUCTIONS: | |
| | A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, <u>either on the application or within a cover letter</u> , both the File Position Title and Number. | |
| | Most Important - Please include the following information: | |
| | <ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service | <ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations |
| | *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. | |
| | B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: | |
| | If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. | |
| | C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: | |
| | <ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). | |
| | Statement of Duties | DUTIES / RESPONSIBILITIES: |
| To assist in the implementation of programs and activities to ensure the provision of labor and training services in field offices of the Department of Labor and Training; and to do related work as required. | | |
| *** PLEASE SEE ATTACHED FULL JOB SPECIFICATION*** | | |
| Minimum Education & Experience | EDUCATION: Such as may have been gained through: graduation from a college of recognized standing with a degree in business, public or personnel management, or a closely related field; and EXPERIENCE: Such as may have been gained through: considerable experience in a position responsible for the management and supervision of labor and training, employee insurance, and closely related programs in a public or private organization. OR , any combination of education and experience that shall be substantially equivalent to the above education and experience. | |
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| Where to Apply | Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. | |
| | EMAIL OR MAIL YOUR RESUME OR CS-14 APPLICATION TO: | |
| | Lisa M. Kearns General Government Service Center Department of Administration Office of Personnel Administration One Capitol Hill, 3rd Floor Providence, RI 02908 | Telephone #: (401) 222-5125 EMAIL: lk-resume@hr.ri.gov TTY/TDD#: 711 (Telecommunication Device for the Deaf) |



State of Rhode Island is an Equal Opportunity/Diversity Employer

CLASS TITLE: CHIEF OF LABOR AND TRAINING OPERATIONS

Class Code: 02588600

Pay Grade: 34A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the implementation of programs and activities to ensure the provision of labor and training services in field offices of the Department of Labor and Training; and to do related work as required.

SUPERVISION RECEIVED: Works under general supervision with considerable latitude to exercise initiative and independent judgement; work is reviewed through conferences and submitted reports for compliance with established policies, laws, rules, and regulations.

SUPERVISION EXERCISED: Plans, coordinates and reviews the work of professional, technical and clerical subordinates as required on a project-by-projects basis.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide general supervision of personnel engaged in unemployment insurance and labor and employment activities in local offices.

To provide direct supervision to managers and assist in the allocation of local office staffs.

To implement plans and programs that are within the jurisdiction of the local office system.

To assist in the development and/or adaptation of local office procedures in accordance with federal and state policies, regulations and laws.

To implement performance standards in local offices.

To assist in the development of local office plans for implementing employment, training, and unemployment services.

To insure that local office staff are properly trained in procedures, policies, and regulations as they related to programs administered through the Employment Security Act, Wagner-Peyser Act, Job Training Partnership Acts and other programs and services provided by local labor and training offices.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and policies of the Department of Labor and Training; a thorough knowledge of programs and federal legislation administered by the U.S. Department of Labor's Employment and Training Administration or a thorough knowledge of state and federal laws relating to labor, private and public employment; a working knowledge of the principles and practices of personnel management; the ability to interpret and apply the provision of the Employment Security Act or State Labor Laws, the Wagner-Peyser Act or the Job Training Partnership Act as related to unemployment insurance, training and employment programs; the ability to evaluate program operations, methods, procedures and personnel performance; the ability to plan, organize, and review the work of subordinates; the ability to establish and maintain effective working relationships with field office staff, representatives of federal and state agencies, labor organizations, and Regional Employment and Training Boards; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in business, public, or personnel management, or a closely related field; and

Experience: Such as may have gained through: considerable experience in a position responsible for the management and supervision of labor and training, employee insurance, and closely related programs in a public or private organization.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 28, 1999

Editorial Review: 3/15/03